

Open Enrollment Guide For Plan Year 2012

For Most City of Seattle Employees

October 3 to October 31, 2011



Look for 2012 changes on page 4.



City of Seattle
Personnel Department

Letter from David L. Stewart, Personnel Director

October 2011

Dear City Employees:

This Open Enrollment Guide is for City of Seattle employees with Most benefits.*

Open Enrollment is your annual opportunity to evaluate the benefits you have, review upcoming program changes, determine your coverage needs for next year and make appropriate benefits changes. This is also a good time to review your life and Accidental Death and Dismemberment insurance beneficiaries and enter your Employee Giving choices. **Changes you make between 8:00 am on October 3 and 5:00 pm on October 31 will be effective January 1, 2012.**

The City's joint labor/management Health Care Committee has made some coverage improvements and added some internal care management programs which will start in the new year. For example, you'll see that a new Vision Buy-up option has been added. Read the *Plan Changes* section of the Guide (page 4) for all 2012 modifications.

Please take the next few weeks to review your family's insurance needs. Read through the Guide to be aware of benefits changes, plan features and monthly contribution requirements before making your choices for 2012. Review your family's health and dependent care expenses and identify likely needs for next year. Consider (re)enrolling in a health or dependent care Flexible Spending Account (FSA) to save money.

Benefits staff and plan providers will be available to answer questions at the benefits fairs in October. You can also contact your department's benefits representative. If you do not make any changes, your current coverage will continue in 2012, except for the FSAs -- to continue your Health Care and/or Dependent Care FSA, you must re-enroll.

Sincerely,

David L. Stewart
Personnel Director

*This Open Enrollment Guide does not apply to employees covered by union contracts with the International Brotherhood of Electrical Workers Local 77, the Seattle Police Officers Guild, and the International Association of Fire Fighters Local 27.

If you have difficulty understanding the information in this Guide

Help is available if you have trouble reading or understanding this Guide. If the problem you have is not addressed below, please call the City Benefits Unit at 206-615-1340 so we can provide the assistance you need.

- **English is Your Second Language?** If English is not your native language, translators are available to help you. Many City employees have volunteered to translate for fellow employees. To find someone who “speaks your language” click here [inweb/LanguageBank/LB_Lookup.asp](#). Inside the light blue box, click the arrow next to the white box and find the language you speak. Click the GO button. You will find a list of employees who speak that language. If the “Translate” box contains a “Y,” that person will translate for you. Call and find a time he/she is available; make an appointment with the City Benefits Unit (206-615-1340) and bring that person with you. Together we’ll help you understand your City benefits.

If you do not have access to a computer, ask your Department’s HR/Benefits representative to help you, or call the Benefits Unit at 206-615-1340.

- **Hearing Impaired?** If you use a TDD, the City provides translation services. Call 7-1-1 or 1-800-833-6384 on your TDD. You will be connected with the Washington Relay Service. Give them the number of the party you wish to call. They will call the person for you, then translate information from your TDD to the person you are calling.
- **Visually Impaired?** This Guide is available in a larger font. To request an electronic copy, contact the Benefits Unit at 206-615-1340.
- **Would rather *hear* the information than *read* it?** If your understanding is improved by having someone read or paraphrase information for you, you are invited to attend a benefits orientation. Orientations cover all City benefits and provide ample time for questions. You can meet with the presenter after the session if you have additional questions or questions you would like to ask confidentially. Orientations are held every week - call 206-615-1340 to sign up.

If you have further questions or concerns or would like to speak to someone confidentially, call the Benefits Unit (206-615-1340).

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Changes You Can Make During Open Enrollment

Important note: If you have children age 18 or over on your plan who have access to medical coverage through their own full-time employment, you must remove them from the City's plan.

Make changes through Employee Self-Service at:

InWeb: selfservice.ci.seattle.wa.us/

PAN: www.seattle.gov; City Employee Resources link in *Need Help?* section.

Medical coverage

- ☐ Change plans
- ☐ Add or drop a family member

Dental coverage

- ☐ Change plans
- ☐ Add or drop a family member

Vision coverage

- ☐ Add or drop a family member
- ☐ Consider adding new Buy-Up plan

Supplemental Long Term Disability coverage

- ☐ Enroll in or drop Supplemental LTD
- ☐ If adding, a pre-existing exclusion applies: see page 19

Life insurance*

- ☐ Change beneficiary designation
- ☐ Add or drop Basic Life or Limited Basic Life coverage
- ☐ Change your Basic Life to Limited Basic Life (or vice versa)
- ☐ Add or increase your Supplemental coverage if you have Basic Life
- ☐ Drop or decrease your Supplemental coverage
- ☐ Add or increase Supplemental coverage for family members (To do so you must have Basic & Supplemental Life)
- ☐ Drop or decrease Supplemental coverage for family members

*A Medical History Statement is required if adding coverage.

Long Term Care insurance

(You can apply at any time, although you are guaranteed coverage only if you apply during the first 60 days of your hire date.)

- ☐ Enroll in Long Term Care

Accidental Death & Dismemberment insurance

- ☐ Change beneficiary designation
- ☐ Add or increase your or family coverage
- ☐ Drop or decrease your or family coverage

Flexible Spending Accounts

(Participants must re-enroll every year)

- ☐ Enroll in Dependent Care Flexible Spending Account for 2012
- ☐ Enroll in Health Care Flexible Spending Account for 2012. (Maximum contribution reduces to \$2,500 in 2013.)

Deferred Compensation Savings Plan

(Make changes any time during the year)

- ☐ Change beneficiary designation
- ☐ Enroll or increase contribution
- ☐ Stop or decrease contribution
- ☐ Add or increase Regular Catch-up contribution (for those within 3 years of retirement)
- ☐ Add or increase Age 50+ Catch-up contribution (for those who will be at least 50 on or before 12/31/2012).

Your Responsibilities

- Update your address, telephone number and emergency contact through Employee Self-Service.
- Review your paycheck deductions frequently. See your HR representative with questions.
- Update family status changes, such as birth, divorce -- through your department's HR/Benefit Representative.

Open Enrollment is Here!

Between **October 3 and October 31**, you can make changes to your benefits coverages and add or drop dependents (see checklist on page 2). You must re-enroll if you wish to have a health care and/or dependent care Flexible Spending Account in 2012. Even if you do not wish to make any changes, we encourage you to go online and review/update your beneficiary information.

Make changes online through Employee Self-Service (ESS) Inweb at selfservice.ci.seattle.wa.us/ or from PAN at www.seattle.gov; City Employee Resources link in *Need Help?* section. You can make changes as often as you want until **5:00 pm** on October 31; the most recent changes will be saved. **Beneficiary updates made via Employee Self-Service are effective immediately.** If you do not have access to ESS, fill out forms and turn them in to your department's HR representative **by October 31**.

If you submit a paper enrollment form and then decide to also make changes online, be aware that the paper form you submit will be entered by your department's benefits representative **after** open enrollment is over. This means the changes on the paper form will take precedence over online changes. Therefore, if you submit a paper form with changes and wish to make further changes, use another paper form with a later completion date.

Benefits Fairs

Wednesday, October 5
9:30 am – 2:30 pm

City Hall – Bertha Knight Landes Conference Room
600 4th Avenue | 98104
(Enter at 5th and Cherry)

Tuesday, October 11
7:30 am – 10:30 am

Rainier Community Center
4600 – 38th Avenue South | 98118

Thursday, October 13
7:30 am – 10:30 am

Bitter Lake Community Center
13035 Linden Avenue North | 98133

In addition to the Benefits Fairs, flu shots will be offered at many City worksites. See the Benefits Calendar at seattle.gov/personnel/benefits/home.asp.

Flu shots will be available at all fairs. The vaccine will be a mix of serum for H1N1 and seasonal flu.

- **All Aetna Preventive, SPOG Traditional and Group Health members** – shots are free at all flu shot clinics when you bring your medical card (covered by your preventive care benefit under these plans).
- **All Fire Fighters Local 27, Local 77 and Most Traditional members** can purchase flu shots for \$28 by check **only**. Cash will **not** be accepted.

2012 Plan Changes

Aetna Preventive and Traditional Plans

- Add coverage of Gender Reassignment Services
 - Medical and surgical services covered according to Aetna clinical guidelines*
- Add coverage of Temporomandibular Joint Services
 - Non-surgical services covered up to \$5,000 lifetime maximum
 - Surgical services covered according to Aetna clinical guidelines*
- Add Aetna's Radiology Management Program
 - Pre-certification required for high-tech radiology services such as PET scans, MRIs, nuclear cardiology, stress echocardiology, diagnostic heart catheterization. (**Not** required for services such as xrays, ultrasounds, and mammograms.)
 - Your network provider is responsible for getting approval
- Add Aetna's RxCheck Program – Pharmacy Review Program
 - Enhanced safety measures
 - Your physician may receive calls/letters regarding your prescriptions
- Add Aetna's Specialty Pharmacy Program
 - Provides care management and special handling for high cost drugs; usually injectables
 - Courtesy call after 1st prescription fill at a retail location to review program benefits
- Clarify coverage of Short Term Rehabilitation Services
 - Physical, Massage, Occupational and Speech Therapies for non-chronic conditions
 - Coverage of these services subject to Aetna's medical necessity review
 - Aetna may request additional documentation at any time; usually with 16th visit
 - Removes 60-visit limit

Group Health Standard and Deductible Plans

- Add coverage of Gender Reassignment Services
 - Medical and surgical services covered according to Group Health clinical guidelines
- Modify coverage of Temporomandibular Joint Services
 - \$1,000 annual benefit maximum removed
 - \$5,000 lifetime benefit maximum remains in place

Vision Service Plan

- Add an Optional, Buy-up Coverage Option
 - Frames and lenses, or contact lenses, covered every calendar year instead of every 24 months
 - Adds coverage for progressive lenses; increases elective contact lens allowance from \$120 to \$150
 - Eye exams continue to be covered every calendar year
 - Employee pays the additional premium cost

Long Term Disability Plan -- Monthly rates reduced by 15%

*Visit www.aetna.com/healthcare-professionals/policies-guidelines/clinical_policy_bulletins.html

Health Care Reform Notice -- Grandfathered Plan Status Disclosure

The City of Seattle Aetna and Group Health medical plans are “grandfathered health plans” under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that your plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered status can be directed to Central Benefits at (206) 615-1340.

Enrollment Options

The plan and dependent coverage elections you make now are for the 2012 plan year. According to IRS Section 125 regulations, you cannot change your elections outside of open enrollment period unless you have a qualifying change in family status. Your enrollment options for 2012 and the consequences of your decision are described below.

ACCEPT medical coverage for yourself and eligible family members by making changes through Employee Self-Service or completing and submitting a Health Care Benefit Election Form. If you do not make changes, your plans will remain the same, and you will pay the designated premium amount.

DECLINE medical coverage for yourself and/or family members (you may not decline dental or vision coverage).

- If you have no other medical insurance, you will NOT be eligible to enroll in a medical plan until the next annual Open Enrollment unless you have a qualifying change in family status as defined in the Change in Family Status/Dependent Eligibility section. Enrollment must take place within 31 days.
- If you have other medical coverage (you may not decline dental or vision coverage) and lose your other coverage, you may enroll in a City medical plan within 31 days of the loss of the other coverage upon providing proof of continuous medical coverage.
- If you have a qualifying change in family status, you may enroll or dis-enroll your eligible dependents within 31 days (or 60 days for a newborn or newly adopted child) of that change.
- If you declined City coverage and leave City employment or go on a leave of absence, you will not be eligible to obtain your medical, dental, or vision coverage through the City under the federal COBRA law subsequently. However, if you retire you will be eligible to enroll in a City retiree medical plan.

Premium Sharing

The table below shows your monthly premium contributions for 2012. Premium contributions will be divided into two equal payments and taken from the first two paychecks of the month. Your premium contributions will be deducted on a pre-tax basis.

2012 Monthly Medical Premiums for Most City Employees

Medical Plan	Total Monthly Premium	Employee's Monthly Premium Contribution for Coverage	
		Employee, with or without children	Employee with Spouse/Domestic Partner, with or without children
City of Seattle Preventive	\$1,049.37	\$48.12	\$98.50
City of Seattle Traditional	\$949.29	\$ 0.00	\$32.34
Group Health Standard	\$967.83	\$48.40	\$99.90
Group Health Deductible	\$891.36	\$25.00	\$56.92

Domestic Partner/Same-Sex Spouse Coverage Information

After-Tax Medical Premium Contribution for Domestic Partner/Same-Sex Spouse

If you choose to cover a domestic partner or same-sex spouse **who is not your IRS tax dependent**, the portion of the premium deducted from your paycheck (your contribution) that pays for his/her coverage must be taken “after tax” to comply with IRS regulations. The column headed “**Amount of Premium Taken After Taxes**” shows the portion of your monthly premium contribution that will be deducted from your paycheck after taxes are paid.

Medical Plan	Monthly Premium Contribution Taken After-Taxes for Domestic Partner/Same-Sex Spouse
City of Seattle Preventive	\$50.38
City of Seattle Traditional	\$32.34
Group Health Standard	\$51.50
Group Health Deductible	\$31.92

Taxable Benefit Amount (Coverage Value)

If your domestic partner/same-sex spouse or your partner's non-IRS tax dependent's children do not qualify as your IRS tax dependents, you will also be taxed on the City-paid **value** of their medical, dental and vision coverage as required by IRS regulations. The following amounts will be listed on your paycheck as taxable income and are subject to federal income and Social Security tax withholding. These values have been adjusted to reflect the premium amounts taken after-tax (as explained above) so you are not taxed twice.

Coverage Value with Washington Dental Services Coverage

2012 Monthly Taxable Values of City Coverage Provided to: Your Non-IRS Tax Dependent Domestic Partner/Same-Sex Spouse, or Your Domestic Partner's Non-IRS Tax Dependent's Child		
Type of Coverage	Domestic Partner/ Same-Sex Spouse Taxable Amount	Taxable Amount Per Child
Preventive Plan	\$548.18	\$239.42
Traditional Plan	\$509.14	\$216.59
GH Standard Plan	\$500.55	\$220.82
GH Deductible Plan	\$476.51	\$203.37
WDS Coverage	\$62.30	\$43.61
Basic Vision Plan	\$4.69	\$3.28
Buy-Up Vision Plan	\$10.66	\$7.46
Total Taxable Value with WDS & VSP Basic Plan		
Preventive Plan	\$615.17	\$286.31
Traditional Plan	\$576.13	\$263.48
GH Standard Plan	\$567.54	\$267.71
GH Deductible Plan	\$543.50	\$250.26
Total Taxable Value with WDS & VSP Buy-Up Plan		
Preventive Plan	\$621.14	\$290.49
Traditional Plan	\$582.10	\$267.66
GH Standard Plan	\$573.51	\$271.89
GH Deductible Plan	\$549.47	\$254.44

Coverage Value with Dental Health Services Coverage

2012 Monthly Taxable Values of City Coverage Provided to: Your Non-IRS Tax Dependent Domestic Partner/Same-Sex Spouse, or Your Domestic Partner's Non-IRS Tax Dependent's Child		
Type of Coverage	Domestic Partner/ Same-Sex Spouse Taxable Amount	Taxable Amount Per Child
Preventive Plan	\$548.18	\$239.42
Traditional Plan	\$509.14	\$216.59
GH Standard Plan	\$500.55	\$220.82
GH Deductible Plan	\$476.51	\$203.37
DHS Coverage	\$75.85	\$53.10
Basic Vision Plan	\$4.69	\$3.28
Buy-Up Vision Plan	\$10.66	\$7.46
Total Taxable Value With DHS & VSP Basic Plan		
Preventive Plan	\$628.72	\$295.80
Traditional Plan	\$589.68	\$272.97
GH Standard Plan	\$581.09	\$277.20
GH Deductible Plan	\$557.05	\$259.75
Total Taxable Value With DHS & VSP Buy-Up Plan		
Preventive Plan	\$634.69	\$299.98
Traditional Plan	\$595.65	\$277.15
GH Standard Plan	\$587.06	\$281.38
GH Deductible Plan	\$563.02	\$263.93

Changing Your Plan Choices Outside of Open Enrollment

You may only make changes to your benefits elections outside the open enrollment period, if family status changes occur in your family. The changes you can make depend on the status change, and must be consistent with it. Call your department's HR representative, or the Central Benefits Unit (206-615-1340) for more information.

Changes in family status are defined as:

- Birth, adoption, placement of a child, or legal guardianship.
- Loss of a child, spouse, or domestic partner's eligibility under another health plan.
- Marriage or formation of a domestic partnership.
- Divorce, termination of a domestic partnership, or legal separation.

Eligible Dependents

You must be enrolled before you can enroll your dependents. Dependents eligible to be covered under the City's benefit programs are:

- Your spouse or domestic partner.
- Your biological or adopted children, your spouse or domestic partner's children, or any child for whom you are the legal guardian. The child must be under age 26 and not have access to medical coverage through their own fulltime employment.

To cover a spouse/domestic partner, you must complete an Affidavit of Marriage/Domestic Partnership, available from your HR or Payroll Representative and online at personnelweb/benefits/library/forms.aspx. You may need to provide proof of legal guardianship for dependent children.

If the premiums for a domestic partner, same-sex spouse, or partner's child are taken after taxes, you may drop a domestic partner, same-sex spouse or partner's child any time (without a change in family status) if he/she is not claimed as your IRS tax dependent.

Medical, Dental and Vision Coverage

Benefits Highlights

The following plan highlights will help you compare plan features and decide which plan best fits your needs. The tables are not a complete description of benefits – see the plan booklets for exclusions, limitations and additional information.¹

¹ If there is a discrepancy between the information here and in plan booklets, the booklet information will apply.

2012 Medical Benefits Highlights - Most City of Seattle Employees

The purpose of this document is to help you make decisions; it is not a contract. Details are provided in your medical plan booklet at seattle.gov/personnel/benefits/health/medical.asp.

Group Health Cooperative (GHC)*		City of Seattle Traditional Plan*		City of Seattle Preventive Plan*	
Standard Plan	Deductible Plan	Aetna In-Network	Out-of-Network	Aetna In-Network	Out-of-Network
Deductible (per calendar year)					
No Deductible	\$200 per person \$600 per family Deductible applies as noted except for prescriptions, preventive visits, ambulance, and durable medical equipment.	\$400 per person \$1,200 per family Deductible applies to most services, except as noted. Deductible does not apply for prescriptions or when the Inpatient co-pay or emergency room co-pay applies.	\$1,000 per person \$3,000 per family	\$100 per person \$300 per family Deductible applies to most services, except as noted. Deductible does not apply for prescriptions or when the Inpatient co-pay or emergency room co-pay applies.	\$450 per person \$1,350 per family
Annual Out of Pocket Maximum (OOP Max) Excludes deductible, if applicable. Aetna Copays do not apply towards OOP Max.					
\$2,000 per person \$4,000 per family	\$2,000 per person \$6,000 per family	\$1,000 per person \$3,000 per family	\$2,000 per person** \$6,000 per family*	\$2,000 per person \$4,000 per family	\$3,000 per person* \$6,000 per family*
Hospital Copay					
\$200 per admission	Deductible applies	\$200 copay per admission	\$200 copay per admission	\$200 copay per admission	\$200 copay per admission
Hospital Pre-admission Authorization					
Except for maternity or emergency admissions, must be authorized by GHC		Except for maternity or emergency admissions, your physician must contact Aetna prior to your admission. Member responsible for obtaining precertification of out-of-network care.		Except for maternity or emergency admissions, your physician must contact Aetna prior to your admission Member responsible for obtaining precertification of out-of-network care.	
Choice of Providers					
All care and services must be approved and/or provided by GHC or GHC designated providers. Members may self-refer to most GHC specialists.		Aetna contracted providers. No primary care physician selection or referrals required. Aexcel*** specialists must be used in designated specialty areas to receive the maximum benefit.	Any licensed, qualified provider of your choice. Expenses paid based on recognized charges*. You pay the difference between recognized and billed charges.	Aetna contracted providers. No primary care physician selection or referrals required. Aexcel** specialists must be used in designated specialty areas to receive the maximum benefit.	Any licensed, qualified provider of your choice. Expenses paid based on recognized charges*. You pay the difference between recognized and billed charges.
COVERED EXPENSES					
Acupuncture					
\$15 copay for up to 8 visits per condition per year self-referred. Additional visits when approved by plan.	\$15 copay for up to 8 visits per condition per year self-referred. Additional visits when approved by plan. Deductible applies.	Paid at 80%	Paid at 60%	Paid at 100% after \$15 copay	Paid at 60%
		Maximum of 12 visits per calendar year in- and out-of-network combined.		All acupuncture services are subject to ongoing review and approval by Aetna for medical necessity.	
Alcohol/Drug Abuse Treatment					
Inpatient: Paid at 100% after \$200 copay Outpatient: Paid at 100% after \$15 copay	Inpatient: Paid at 100% after deductible Outpatient: Paid at 100% after \$15 co-pay. Deductible applies.	Inpatient: Paid at 80% after \$200 copay Outpatient: Paid at 80%	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%	Inpatient: Paid at 90% after \$200 copay Outpatient: Paid at 100% after \$15 copay	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%
Contraceptives					
For contraceptive drugs and devices, see Prescription Drug benefit		IUDs and Depo Provera covered as medical benefits. See Prescription Drug benefit.		IUDs and Depo Provera covered as medical benefits. See Prescription Drug benefit.	
Durable Medical Equipment					
Paid at 80%	Paid at 80%	Paid at 80%	Paid at 60%	Paid at 90%	Paid at 60%
Emergency Medical Care					
➤ Urgent Care Clinic					
Paid at 100% after \$15 copay	\$15 copay. Deductible applies.	Paid at 80%	Paid at 60%	Paid at 100% after \$15 copay (no fee for preventive care)	Paid at 60%

Group Health Cooperative (GHC)*		City of Seattle Traditional Plan*		City of Seattle Preventive Plan*	
Standard Plan	Deductible Plan	Aetna In-Network	Out-of-Network	Aetna In-Network	Out-of-Network
➤ Emergency Room (copays waived if admitted)					
GHC facility: \$100 copay Non-GHC facility: \$150 copay	GHC facility: \$100 copay Non-GHC facility: \$150 copay. Deductible applies	Paid at 80% after \$150 copay	Paid at 80% after \$150 copay. If non-emergency, paid at 60% after copay.	Paid at 90% after \$150 copay	Paid at 90% after \$150 copay. If non-emergency, paid at 60% after copay.
➤ Ambulance					
Paid at 80%. GHC-initiated non-emergency transfers are paid at 100%	Paid at 80%. GHC-initiated non-emergency transfers are paid at 100%	Paid at 80% when medically necessary. Non-emergency transportation must be approved in advance by Aetna.		Paid at 90% when medically necessary. Non-emergency transportation must be approved in advance by Aetna.	
Gender Reassignment Services					
Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided.
Hearing Aids (per ear, every 36 months)					
Up to \$1,000	Up to \$1,000	Up to \$1,000	Up to \$1,000	Up to \$1,000	Up to \$1,000
		In-network coinsurance applies whether purchased in- or out-of-network. Deductible does not apply.		In-network coinsurance applies whether purchased in- or out-of-network. Deductible does not apply.	
Home Health Care					
Paid at 100% when authorized. No visit limit.	Paid at 100% when authorized. No visit limit.	Paid at 80%	Paid at 60%	Paid at 90%	Paid at 60%
		Maximum benefit of 130 visits per calendar year for in- and out-of-network combined		Maximum benefit of 130 visits per calendar year for in- and out-of-network combined	
Hospital Inpatient					
Paid at 100% after \$200 copay per admission	Paid at 100% after deductible.	Paid at 80% after \$200 copay. Physician services paid at 70% if Aexcel** specialist not used in specialty areas.	Paid at 60% after \$200 copay	Paid at 90% after \$200 copay. Physician services paid at 80% if Aexcel** specialist not used in specialty areas.	Paid at 60% after \$200 copay
Hospital Outpatient					
Paid at 100% after \$15 copay	\$15 copay. Deductible applies.	Paid at 80% after deductible. Physician services paid at 70% if Aexcel** specialist is not used in specialty areas.	Paid at 60% after satisfaction of deductible	Paid at 90% after deductible. Physician services paid at 80% if Aexcel** specialist is not used in specialty areas.	Paid at 60% after satisfaction of deductible
Hospice					
Paid at 100% when authorized	Paid at 100% when authorized	Paid at 80%	Paid at 60%	Paid at 90%	Not covered
Maternity Care (delivery & related hospital)					
Paid at 100% after \$200 copay	Deductible applies.	Paid at 80% after \$200 copay	Paid at 60% after \$200 copay	Paid at 90% after \$200 copay	Paid at 60% after \$200 copay
Maternity Care (prenatal and postpartum)					
Paid at 100% after \$15 copay	\$15 copay. Deductible applies.	Paid at 80%	Paid at 60%	Paid 100% after one \$15 copay	Paid at 60%
Mental Health Care (inpatient)					
Paid at 100% after \$200 copay	Paid at 100% after deductible.	Paid at 80% after \$200 copay	Paid at 60% after \$200 copay	Paid at 90% after \$200 copay	Paid at 60% after \$200 copay
Mental Health Care (outpatient)					
Paid at 100% after \$15 copay per individual, family or couple session.	\$15 copay per individual, family or couple session. Deductible applies.	Paid at 80% after deductible		Paid at 100% after \$15 copay	Paid at 60% after deductible

Group Health Cooperative (GHC)*		City of Seattle Traditional Plan*		City of Seattle Preventive Plan*	
Standard Plan	Deductible Plan	Aetna In-Network	Out-of-Network	Aetna In-Network	Out-of-Network
Physician Office Visit					
Paid at 100% after \$15 copay.	Paid at 100% after \$15 copay. Deductible applies.	Paid at 80%	Paid at 60%	Paid at 100% after \$15 copay per visit (waived for preventive care)	Paid at 60%
Prescription Drugs (retail)					
For a 30 day supply: Generic: \$15 copay Brand: \$30 copay Contraceptive drugs and devices are covered subject to the pharmacy copay. Copays do not apply to OOP Max. Smoking cessation prescription drugs not subject to pharmacy copay.	For a 30-day supply: Generic: \$15 copay Brand: \$30 copay Contraceptive drugs and devices are covered subject to the pharmacy copay. Copays do not apply to OOP Max. Smoking cessation prescription drugs not subject to pharmacy copay.	For a 31-day supply: Generic: 30% coinsurance. Brand: 40% coinsurance The minimum coinsurance is \$10, or actual cost of the drug if less. Maximum is \$100 per drug. Coinsurance applies to the prescription \$1,200 out-of-pocket annual maximum per person, \$3,600 per family. Prescription Allowance on all non-sedating antihistamines (for allergy symptoms) and Proton Pump Inhibitors (for heartburn relief and ulcer treatment). City pays \$20 per month, and plan participant pays remaining; some over the counter medications are also included. \$5 copay for generic diabetic drugs and supplies, \$15 copay for brand. Many contraceptive products are covered. IUDs and Depo Provera covered under the medical plan benefit. Coinsurance for asthma, anti-high cholesterol, and tobacco cessation drugs 10% for generic and 20% for brand pharmacy.	Not covered	For a 31-day supply: Generic: 30% coinsurance Brand: 40% coinsurance The minimum coinsurance is \$10, or actual cost of the drug if less. Maximum is \$100 per drug.	Not covered
Prescription Drugs (mail order)					
For a 90 day supply: Generic: \$45 copay Brand: \$90 copay Contraceptive drugs and devices are covered subject to the pharmacy copay. Copays do not apply to the OOP Max.	For a 90 day supply: Generic: \$30 copay Brand: \$60 copay	For a 90-day supply: Generic: 30% coinsurance Brand: 40% coinsurance Minimum is \$20 or double the cost of the drug if less. The maximum is \$200 per drug.	Not Covered	For a 90-day supply: Generic: 30% coinsurance Brand: 40% coinsurance Minimum is \$20 or double the cost of the drug if less. The maximum is \$200 per drug.	Not Covered
Preventive Care					
Paid at 100% after \$15 copay Covers adult physical and well child exams, most immunizations, hearing exams, eye exams, digital rectal exams/prostate-specific antigen test, colorectal cancer screening, pap smear exam and mammogram.	Paid at 100% after \$15 copay Covers adult physical and well child exams, most immunizations, hearing exams, eye exams, digital rectal exams/prostate-specific antigen test, colorectal cancer screening, pap smear exam and mammogram. Hearing exams subject to deductible.	Mammograms paid at 80%. No other preventive services are covered	Mammograms paid at 60%	Paid at 100% (copay waived) Covers adult physical and well child exams, immunizations, digital rectal exams/prostate-specific antigen test, colorectal cancer screening.	Paid at 60% for well woman care and mammograms No other preventive services covered
Rehabilitation Services (inpatient)					
Paid at 100% after \$200 copay per admission Maximum of 60 days per calendar year (combined with other therapy benefits)	Paid at 100% after deductible.	Paid at 80% after \$200 copay	Paid at 60% after \$200 copay	Paid at 90% after \$200 copay Maximum of 120 days per calendar year for skilled nursing and rehab services in- and out-of-network combined	Paid at 60% after \$200 copay
Rehabilitation Services (outpatient)					
Paid at 100% after \$15 copay Maximum of 60 visits per calendar year (combined with other therapy benefits)	\$15 copay Deductible applies.	Paid at 80% Includes medically necessary physical/massage, speech, and occupational therapy for non-chronic conditions. Coinsurance does not apply to OOP Max. Coverage of services subject to Aetna's review for medical necessity at any time	Paid at 60%	Paid at 100% after \$15 copay Includes medically necessary physical/massage, speech, occupational and cardiac/pulmonary therapy for non-chronic conditions. Coverage of services subject to Aetna's review for medical necessity at any time	Paid at 60%

Group Health Cooperative (GHC)*		City of Seattle Traditional Plan*		City of Seattle Preventive Plan*	
Standard Plan	Deductible Plan	Aetna In-Network	Out-of-Network	Aetna In-Network	Out-of-Network
Skilled Nursing Facility					
Paid at 100%. 60 day maximum per calendar year.	60 day maximum per calendar year. Paid at 100% after deductible.	Paid at 80% after \$200 copay Maximum of 90 days per calendar year for in- and out-of-network combined	Paid at 60% after \$200 copay	Paid at 90% after \$200 copay Maximum of 120 days per calendar year for rehab services and skilled nursing in- and out-of-network combined	Paid at 60% after \$200 copay
Smoking Cessation					
Paid at 100% for individual or group sessions Nicotine replacement therapy included in Prescription Drug benefit	Paid at 100% for individual or group sessions	Lifetime maximum of one 90-day supply of aids or drugs. Coinsurance 10% generic, 20% brand. See Prescription Drugs.	Not covered	Smoking cessation prescription drugs covered subject to 10% generic, 20% brand drug coinsurance.	Not covered
Spinal Manipulations					
Paid at 100% after \$15 copay Self-referral to GHC designated providers. Must meet GHC protocol. Maximum of 10 visits per calendar year.	\$15 copay. Deductible applies.	Paid at 80% Maximum of 10 visits per calendar year for in-network and out-of-network combined.	Paid at 60%	Paid at 100% after \$15 copay Maximum of 20 visits per calendar year for in-network and out-of-network combined.	Paid at 60%
Sterilization Procedures					
Outpatient: Paid at 100% after \$15 copay	Outpatient: \$15 copay. Deductible applies.	Inpatient: Paid at 80% after \$200 copay Outpatient: Paid at 80%	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%	Inpatient: Paid at 90% after \$200 copay Outpatient: Paid at 90%	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%
Temporomandibular Joint Services					
Covered as any other service; copays/coinsurance depend on type and location of service provided. 5,000 lifetime maximum	Covered as any other service; copays/coinsurance depend on type and location of service provided. \$5,000 lifetime maximum	Covered as any other service; copays/coinsurance depend on type and location of service provided. \$5,000 lifetime maximum for non-surgical services in- and out-of-network combined.	Covered as any other service; copays/coinsurance depend on type and location of service provided.	Covered as any other service; copays/coinsurance depend on type and location of service provided. \$5,000 lifetime maximum for non-surgical services in- and out-of-network combined.	Covered as any other service; copays/coinsurance depend on type and location of service provided.
Tooth Injury (due to accident)					
Not covered	Not covered	Inpatient: Paid at 80% after \$200 copay Outpatient: Paid at 80%	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%	Inpatient: Paid at 90% after \$200 copay Outpatient: Paid at 100% after \$15 copay for office visit. Other charges paid at 90%	Inpatient: Paid at 60% after \$200 copay Outpatient: Paid at 60%
Vision Exam/Hardware					
Exam: Paid at 100% after \$15 copay. One exam every 12 months. Hardware: Not covered.	Exam: Paid at 100% after \$15 copay. One exam every 12 months. Hardware: Not covered.	Covered under Vision Service Plan.		Covered under Vision Service Plan.	
X-ray and Lab Tests					
Paid at 100%	Paid at 100%. Deductible applies.	Paid at 80% Provider responsible for obtaining precertification of high tech radiology	Paid at 60%	Paid at 90% Provider responsible for obtaining precertification of high tech radiology	Paid at 60%

* Coverage for any service is subject to the carrier's determination of medical necessity and adherence to their clinical policy guidelines.

** Applies to Aetna -- Recognized charges are the lower of the provider's usual charge for performing a service, and the charge Aetna determines to be the recognized charge percentage in the geographic area where the service is provided.

*** Applies to Aetna – Aexcel network, a specialty network of doctors in 13 specialty areas. The coinsurance level will drop 10% for non-Aexcel doctors in the 13 specialty areas (coinsurance applies to in-network, out-of-pocket maximum). Call 1-877-292-2480 for more information about the Aexcel network.

Plan details are in your medical plan booklet at seattle.gov/personnel/benefits/health/medical.asp. This document is not a contract.

2012 Summary of Dental Coverage

Dental Plan Comparison		
Plan Features	Washington Dental Service (WDS)	Dental Health Services (DHS)
Calendar Year Deductible	\$50 per person, \$150 per family (No deductible for preventive services)	\$0
Annual Maximum Benefit	\$2,000 per person per year	No Annual Maximum.
Diagnostic and Preventive (routine and emergency exams, x-rays, cleaning, fluoride treatment, sealants)	Incentive payments levels 1 st Year – 70% 2 nd Year – 80% 3 rd Year – 90% 4 th Year – 100%	\$10 office visit copay covers composite fillings in all teeth (posterior composite fillings additional \$15) Two additional cleanings for pregnant women, up to four cleanings.
Crowns, Inlays, Onlays	Constant 70%	\$75 (plus \$70 noble, \$100 high noble, \$125 upgraded, specialize porcelain if applicable per unit.)
Prosthodontic Services (Dentures, Bridges)	Constant 50%	\$125 plus \$10 office visit copay (dentures) \$75 plus \$10 office visit copay (bridges) (\$70 on noble, \$100 on high noble metal & titanium, and \$125 charge on upgraded, specialized porcelain)
Orthodontia	Dependent Child(ren) Only	Available for Child & Adult
	Plan pays 50%	Adult (age 25 and over) \$1,800 plus \$150 for initial exam, study models and x-rays covers full course of treatment plus \$10 copay for each visit (new cases) Orthodontia cases (less than age 25) \$1,000 copay \$150 for initial exam, study models and x-rays covers full course of treatment plus \$10 copay for each visit (new cases)
Lifetime Maximum	\$1,500	N/A
Choice of Providers	In-Network: Any contracted provider. Out-of-Network: Expenses paid will be based on actual charges or Washington Dental Service's maximum allowable fees for nonparticipating dentists, whichever is less. You will be responsible for any balance remaining.	In-Network: Any contracted provider in the DHS network. Out-of-Network: No out-of-network coverage.
Periodontics (surgical and nonsurgical procedures for treatment of the tissues supporting the teeth)	Paid according to incentive payment levels shown above	Paid at 100% after \$25 copay for periodontal scaling and maintenance at general dentist. If referred to periodontist, member pays 20%.
Endodontics (treatment of tissues surrounding root of tooth)	Paid according to incentive payment levels shown above, Root canal treatment of same tooth covered only once in a 2-year period.	Paid at 100% after applicable copay (\$50 for anterior, \$75 for bicuspid, or \$100 for molar root canal) If referred to endodontist, member pays 20%.
Oral Surgery (routine and surgical extractions)	Paid according to incentive payment levels shown above, Root canal treatment of same tooth covered only once in a 2-year period.	Paid at 100% after \$10 office visit copay for general dentist. If referred to an oral surgeon, member pays 20%
Temporomandibular Joint (TMJ) Disorders	Not covered	\$1,000 annual maximum \$5,000 lifetime maximum
Dental Implants	Constant 50%	Call DHS Office for details – fees apply
Other	N/A	Occlusal (night guard) with \$350 copay

2012 Monthly Dental Premiums for Most City Employees

Dental Plan	Total Monthly Premium Amount	Employee's Monthly Premium Contribution	
		Coverage for Employee with or without children	Coverage for Employee with Spouse/Domestic Partner with or without children
Washington Dental Service	\$115.28	\$0	\$0
Dental Health Services	\$140.36	\$0	\$0

2012 Summary of Vision Coverage

NEW this year!

Optional **Buy-Up Plan** provides more frequent coverage of lenses, frames and contact lenses. It also includes coverage of progressive lenses. See table below for details. Make your election by 5:00 pm on October 31 if you want to choose this new plan coverage starting January 1, 2012. Non-VSP provider allowances have also increased.

Plan Feature	Coverage by Provider	
	VSP Provider	Non-VSP Provider
Eye exam: Basic and Buy-Up Plans: Covered every calendar year	\$10 copay. Exam covered in full.	\$10 Copay. Covered up to \$50.
Lenses and Frames: Basic Plan: Covered every other calendar year Buy-Up Plan: Covered every calendar year	\$25 copay. Frames covered in full up to contract allowance of \$150. Basic Plan: Single vision, lined bifocal, lined trifocal lenses are covered in full; progressive lenses <i>not</i> covered* Buy-up Plan: Single vision, lined bifocal, lined trifocal, and progressive lenses are covered in full.	\$25 copay. Lenses covered up to \$50 - \$100 depending on type of lens. Frames covered up to \$70.
Contact Lenses: Basic Plan: Covered every other calendar year Buy-Up Plan: Covered every calendar year	Basic Plan: Contact lens fitting and evaluation exam & contact lenses covered up to elective contact lens allowance of \$120.** Buy-up Plan: Contact lens fitting and evaluation exam and contact lenses covered up to contract allowance of \$150.**	Elective contact lenses covered up to \$105; includes contact lens evaluation exam, fitting and materials. (Medically necessary contacts covered up to \$210.)
Other:	Basic and Buy-Up Plans: Lens options such as scratch coating, anti-reflective coating, or high density plastic not covered. *If you want any features not covered by the plan, plan ahead and use your FSA to pay for it with pre-tax dollars.	

**Medically necessary contacts are covered in full when patient meets specific requirements as determined by VSP doctor at the time of service.

2012 Monthly Vision Premiums for Most City Employees

Vision Plan	Total Monthly Premium Amount	City's Monthly Premium Payment	Employee's Monthly Premium Contribution	
			Coverage for Employee with or without children	Coverage for Employee with Spouse/Domestic Partner with or without children
Basic Plan	\$8.68	\$8.68	\$0	\$0
Buy-Up Plan	\$19.72	\$8.68	\$11.04	\$11.04

Flexible Spending Accounts

The City offers two kinds of flexible spending accounts (FSA) – health care and dependent care.

Health Care Flexible Spending Account (FSA)

You can set aside from \$300 to \$5,000 of pre-tax earnings each year to pay for out-of-pocket expenses such as dental/orthodontia care; medical, dental and vision copays, deductibles, coinsurance; eye wear, massages, or any IRS-eligible health care expense. Amounts set aside in the health care FSA reduce your taxable income and taxes.

Note: Beginning in 2013, health care flexible spending account annual maximums will be **reduced** from \$5,000 per year to \$2,500, in accordance with Health Care Reform. The change in 2013 *may impact your contribution decisions for 2012* as you plan for your family's health care needs and estimate your out-of-pocket health care expenses for the next few years (examples: orthodontia, elective surgery).

How the Health Care FSA Plan works:

- You select the amount per month you wish to set aside as a payroll deduction, from \$25 per month or \$300 per year to \$416 per month or \$5,000 per year.
- The amount you select is deducted from your paycheck BEFORE federal income and Social Security taxes are taken out.
- As you incur eligible expenses, you:
 - Submit your itemized receipts and reimbursement form to the City's FSA plan administrator (Benefit Administration Company) for reimbursement by check or direct deposit; and/or
 - Use your health care FSA debit card to purchase health care items, while retaining all your receipts.
- You must sign up for the health care FSA to participate in the program and **re-enroll each year** during open enrollment. Even if you are participating this year, you must re-enroll to participate in 2012.
- If you currently have an FSA debit card and will enroll in the 2012 health care FSA, retain your card. The expiration date is printed on the front of the card.
- In order to request a new FSA debit card, call Benefit Administration Company at 206-625-1800, extension 307 or email flexcs@baclink.com. The card will arrive in 8 – 10 business days by U.S. mail.
- Your dependents' health care expenses are also eligible for reimbursement. (Domestic partners/same-sex spouses and their children must meet the IRS dependent eligibility criteria to qualify under the FSA.)

Dependent Care (Day Care) Flexible Spending Account (FSA)

The City offers the Dependent Care FSA to help make day care expenses more manageable. By using the dependent care FSA to pay for care for 1.) children under age 13 or for 2.) any other tax dependent person who is physically or mentally incapable of self-care, you can reduce your taxes. (Please refer to IRS Publication 503 for eligible dependent care expenses.) Here's how it works:

- Set aside earnings each month on a pre-tax basis through payroll deduction for planned dependent care expenses. Contribute as little as \$25 a month or as much as \$416 a month (\$5,000 maximum per family).
- The amount you select is deducted from your paycheck BEFORE federal income and Social Security taxes are taken out.
- When you have an eligible dependent care expense, you submit a paid receipt or invoice to Benefit Administration Company and are reimbursed for the expense, up to the amount currently in your account.
- You must **re-enroll** each year during open enrollment to participate the following year.

For more information go to personnelweb/benefits/optional/flexible.aspx. Go to Employee Self-Service to (re) enroll. Only use the form at the back of this booklet if you *do not* have access to ESS.

Optional Insurance Plans

Long Term Disability (LTD)

As part of your City benefits package you receive Basic Long Term Disability coverage to provide you with 60% of the first \$667 of pre-disability earnings per month if you are sick or injured and cannot work. If you are disabled according to the plan definition, the benefit will combine with other income sources, if any, to pay you up to \$400 per month after a 90-day waiting period while you are unable to work.

Note: Long Term Disability premiums will be reduced by 15% starting January 1, 2012.

Supplemental LTD

You may add to your Basic LTD coverage during open enrollment by purchasing Supplemental LTD coverage. The Supplemental LTD benefit will combine with other income sources, if any, to provide 60% of your monthly base pay over \$667 (up to a maximum of \$8,333 monthly base pay) for a total benefit of up to \$5,000 per month.

If you are adding Supplemental LTD coverage more than 31 days after your hire date, you are considered a late enrollee into the plan and a Pre-Existing Condition Exclusion applies. If you become disabled within a two year period following the new coverage date with a condition you were treated for during the six month period prior to Supplemental LTD coverage, it will never be covered under the Supplemental LTD plan.

For example, Abby Smith has worked for the City for five years and decides to add Supplemental LTD coverage during fall open enrollment. She has been treated for a heart condition for at least six months; if Abby files an LTD claim in the next two years from the date the new coverage begins related to her heart condition, she will be eligible for the basic LTD, but never for the Supplemental LTD benefit. If she files a claim related to a condition for which she had not been treated six months before the new coverage date, Abby may receive full benefits.

If you are currently eligible to receive a retirement benefit, you may not want to purchase this coverage because the maximum LTD benefit you would receive would be \$100 per month if you elect to receive a retirement pension.

How Much Will Supplemental LTD Coverage Cost?

The cost for this additional level of earnings protection is figured according to the following formula:

1. Subtract \$667 from your base monthly pay.
2. Multiply the remaining amount by .0065.

For example, if your base pay is \$2,000 per month, your monthly premium would be \$8.66/month ($\$2,000 - \$667 = \$1,333 \times .0065 = \$8.66/\text{month}$). Your monthly cost and potential benefit increases each time your pay increases.

Group Term Life (GTL) Insurance

Benefit choices include three levels of optional term life insurance: Basic GTL, Limited Basic GTL, and Supplemental GTL. The City and you share in the cost of Basic GTL or Limited Basic GTL, while you pay the full cost for any Supplemental Life Insurance. The Group Term Life Insurance Election Form is on the Personnel Department at personnelweb/benefits/library/forms.aspx, or available from your Human Resources Representative.

Basic Term Life Insurance

This optional coverage provides you with a term life benefit amount equal to 1.5 times your annual salary. The City contributes 40% of the cost and you pay the other 60%.

Your coverage amount is equal to your annual salary, rounded up to the next \$1,000 increment, multiplied by 1.5. Your monthly premium equals \$0.066 times each \$1,000 of coverage. For example, if your salary is \$25,500, round it up to \$26,000. Your coverage amount is \$39,000 (Calculation: $\$26,000 \times 1.5 = \$39,000$). Your premium is \$2.57 per month (Calculation: $\$0.066 \times 39$).

Remember, if you are not a new employee, but you want to apply for Basic Group Term Life Insurance during Open Enrollment, you must complete a Medical History Statement and return it with your Group Term Life Insurance Election Form. Medical History Statements are available from your Department's Human Resources Representative or the Benefits Unit.

The following table shows the monthly cost of Basic GTL insurance and the amount you are eligible to buy based on annual earnings.

Annual Earnings	Monthly Cost	Amount of Insurance
\$49,000.01 – 50,000	\$4.95	\$75,000
\$50,000.01 – 51,000	\$5.05	\$76,500
\$51,000.01 – 52,000	\$5.15	\$78,000
\$52,000.01 – 53,000	\$5.25	\$79,500
\$53,000.01 – 54,000	\$5.35	\$81,000
\$54,000.01 – 55,000	\$5.45	\$82,500
\$55,000.01 – 56,000	\$5.54	\$84,000
\$56,000.01 – 57,000	\$5.64	\$85,500
\$57,000.01 – 58,000	\$5.74	\$87,000
\$58,000.01 – 59,000	\$5.84	\$88,500
\$59,000.01 – 60,000	\$5.94	\$90,000
\$60,000.01 – 61,000	\$6.04	\$91,500
\$61,000.01 – 62,000	\$6.14	\$93,000
\$62,000.01 – 63,000	\$6.24	\$94,500
\$63,000.01 – 64,000	\$6.34	\$96,000
\$64,000.01 – 65,000	\$6.44	\$97,500
\$65,000.01 – 66,000	\$6.53	\$99,000
\$66,000.01 – 67,000	\$6.63	\$100,500
\$67,000.01 – 68,000	\$6.73	\$102,000
\$68,000.01 – 69,000	\$6.83	\$103,500
\$69,000.01 – 70,000	\$6.93	\$105,000
\$70,000.01 – 71,000	\$7.03	\$106,500
\$71,000.01 – 72,000	\$7.13	\$108,000

Limited Basic GTL (benefit limited to \$50,000):

The value of any life insurance coverage depends on your age (and associated risk of death) and the amount of the coverage. IRS rules state that the value of any Basic Life Insurance over \$50,000, which is paid for by the City, is taxable. Because the City pays 40% of the cost for your Basic GTL, you may owe taxes on your Basic Life Insurance coverage. If you do, the amount (value) on which you pay taxes will be shown on your second paycheck stub each month under the section titled "Other Benefits and Information." To avoid the additional taxes, you may limit your Basic GTL coverage to \$50,000 by signing a notarized Waiver form available from your department Human Resources Representative and completing and submitting the Group Term Life Insurance Election Form. The form is available at the Personnel Department InWeb site or from your department's Human Resources Representative.

Supplemental Group Term Life Insurance (GTL)

The City offers Supplemental GTL as an additional option. As long as you are enrolled for Basic GTL, you may purchase this extra term life insurance for yourself and for eligible family members; however, in order to cover your family members, you must enroll yourself, subject to various election rules. You pay the entire cost for Supplemental GTL coverage.

- You may purchase Supplemental GTL for yourself up to 4 times your base salary. The Supplemental coverage amount is rounded down to the nearest \$5,000. For example, if your salary is \$34,000, you should already have \$51,000 in Basic coverage (\$34,000 times 1.5). Then if you purchase two times your base salary in Supplemental coverage, your Supplemental coverage will provide an additional \$65,000 in coverage (\$68,000 rounded down), for a total of \$116,000 in Life insurance coverage on yourself through the City. If the amount of Supplemental GTL when added to the amount of your Basic GTL would exceed \$500,000 you will need to complete and submit a Medical History Statement.
- To elect life insurance for your family members, you must be enrolled or have applied for Supplemental GTL for yourself.
- You may purchase Supplemental GTL for your spouse/domestic partner in multiples of \$5,000 up to a maximum of 50% of the amount of Supplemental GTL coverage you purchase for yourself. For example, if you purchase \$120,000 of Supplemental GTL for yourself, you may purchase up to \$60,000 of Supplemental GTL for your spouse/domestic partner. (There is no Basic Life insurance coverage for your spouse or partner.)
- You may purchase Supplemental GTL for your children equal to \$2,000, \$5,000 or \$10,000 for each child. Children may be covered until their 25th birthday.

Costs for Supplemental GTL for you and your spouse/domestic partner are based on your age (and associated risk of death) and the amount of coverage. Costs for covering eligible children are fixed and the monthly premium is the same regardless of how many children you cover.

Rules for Electing Life Insurance

1. Unless you are a new employee, if you sign up for Basic and/or Supplemental GTL during this open enrollment period, you will need to complete and submit a Medical History Statement. To elect life insurance for your family members, you must be enrolled or have applied for Supplemental GTL.
2. If you want to purchase Supplemental GTL for your spouse/domestic partner, he/she will also need to complete and submit a Medical History Statement. If you are a new employee, a Medical History Statement is required for your spouse or domestic partner only for coverage in excess of \$50,000.
3. If you want to purchase Supplemental GTL for your child(ren), no Medical History Statement is needed.

Supplemental Group Term Life Insurance 2012 Monthly Employee Cost			
Employee and Spouse/Domestic Partner		Supplemental GTL for Children (cost includes all children)	
Your Age	Monthly cost/\$1,000	Amount of coverage	Monthly cost
18-29	\$.032	\$2,000	\$.40
30-34	\$.048	\$5,000	\$1.00
35-39	\$.064	\$10,000	\$2.00
40-44	\$.090		
45-49	\$.152		
50-54	\$.232		
55-59	\$.360		
60-64	\$.552		
65 & over	\$.960		

Accidental Death and Dismemberment (AD&D) Insurance

To supplement your Basic and Supplemental Life Insurance, you may purchase AD&D Insurance for yourself, your spouse/domestic partner, and/or children. AD&D Insurance pays a death benefit (full insurance amount or “principal sum”) if the insured person dies due to an accident or a percentage of the principal amount if the covered person loses a limb(s) due to an accident. For example, a person who is covered by AD&D Insurance would receive 50% of the full insurance amount if he/she lost a limb from an injury relating to an accident. This coverage may be purchased in addition to or instead of Basic and Supplemental Life Insurance.

You can add or change your AD&D coverage by completing and submitting an AD&D Insurance Election Form or making the changes on line. The form is available on the Personnel Department InWeb page (at personnelweb/benefits/optional/add.aspx or at personnelweb/benefits/library/forms.aspx), or from your department’s Human Resources Representative.

Employee Only Coverage

You can cover yourself for amounts from \$25,000 to \$500,000 (in \$25,000 increments).

Family AD&D Coverage

If you elect Family AD&D coverage, the amount of coverage for your covered dependents/domestic partner is a percentage of your coverage amount as shown below:

Coverage when Covered Dependents include:	Spouse/ Partner coverage amount relative to covered employee's coverage amount	Each Child's coverage amount relative to covered employee's coverage amount
Spouse/DP Only	60%	Not applicable (0%)
Spouse/DP & Children	50%	15%
Children Only	Not applicable (0%)	20%

AD&D Coverage Costs

This chart shows the monthly costs for AD&D coverage for employee and family coverage.

Accidental Death & Dismemberment Insurance 2012 Monthly Cost to Employees					
	Your Monthly Cost			Your Monthly Cost	
Principal Sum:	Employee Only:	Employee and Family	Principal Sum:	Employee Only:	Employee and Family
\$25,000	\$0.50	\$0.75	\$275,000	\$5.50	\$8.25
\$50,000	\$1.00	\$1.50	\$300,000	\$6.00	\$9.00
\$75,000	\$1.50	\$2.25	\$325,000	\$6.50	\$9.75
\$100,000	\$2.00	\$3.00	\$350,000	\$7.00	\$10.50
\$125,000	\$2.50	\$3.75	\$375,000	\$7.50	\$11.25
\$150,000	\$3.00	\$4.50	\$400,000	\$8.00	\$12.00
\$175,000	\$3.50	\$5.25	\$425,000	\$8.50	\$12.75
\$200,000	\$4.00	\$6.00	\$450,000	\$9.00	\$13.50
\$225,000	\$4.50	\$6.75	\$475,000	\$9.50	\$14.25
\$250,000	\$5.00	\$7.50	\$500,000	\$10.00	\$15.00

Where to Find More Information about Your Benefits

- You can check your current benefits elections on line if you have access to Employee Self Service on the City's InWeb. Go to [selfservice](#). Benefit elections are under the Benefits Menu. If you do not have access to the InWeb, contact your department's Human Resources Representative.
- The Personnel Benefits website provides coverage summaries and informational booklets, as well as websites and contact information for each plan. Go to [inweb/personnel/benefits](#).
- You can access Aetna's custom DocFind website for the City of Seattle self-insured medical plans at [aetna.com/docfind/custom/cityofseattle](#)
- Aetna Navigator ([AetnaNavigator.com](#)) is a personalized website packed with health and provider information. Once you have registered, you can check the status of your claim, view Explanation of Benefits (EOB) statements, find a doctor or pharmacy, compare hospitals, price a prescription drug, sign up for the mail order drug (MOD) program, and refill MOD prescriptions. You can access the site 24 hours a day, 7 days a week.
- You can access Group Health's website at [GHC.org](#) and register for MyGroupHealth. Once you've registered, you can send a secure e-mail to your health care team, refill prescriptions and get drug information, make appointments, view lab test results, access a huge database of health information, use health risk assessment and improvement tools, and find facility and service information.

Who to Contact if You Have Questions

If you have questions, contact the following organizations by phone or obtain information through their web sites. The Personnel Department's Central Benefits Unit can be reached at 206-615-1340.

Aetna	877-292-2480	AetnaNavigator.com
Group Health Cooperative	888-901-4636	GHC.org
Vision Service Plan	800-877-7195	VSP.com click on "Members and Consumers"
Washington Dental Service (WDS)	206-522-2300 or 800-554-1907	DeltaDentalWa.com
Dental Health Services	206-788-3444 877-495-4455	DentalHealthServices.com/cityofseattle
Prudential Retirement Chad Kasper	800-833-5761 206-447-1924	Prudential.com/Online/Retirement
Employee Assistance Program	888-272-7252 TTY: 888-879-8274	HorizonCareLink.com Username: city of seattle Password: city of seattle
Long-Term Care John Hancock Insurance	800-439-3030	CityofSeattle.JHancock.com User name: cityofseattle Password: mybenefit
Life, AD&D, LTD		Your Department/HR Representative
Health/Dependent Care Flexible Spending Accounts	206-625-1800 800-967-3709 FAX: 206-682-8016	BenefitAdministrationCompany.com

City of Seattle

2012 OPEN ENROLLMENT

HEALTH CARE BENEFIT ELECTION FORM

Last Name (Please Print)	First Name	Employee Number	Department
Home Address – Street	City	State	Zip
Hire Date	Work Phone	Birth Date (M/D/Y)	Social Security Number

MEDICAL, DENTAL and VISION INSURANCE

Effective date of coverage/change is **January 1, 2012** for:

☐ Adding dependent(s)
 ☐ Dropping dependent(s)
 ☐ Plan Change

Medical Plan Selection

Employee Premium Share

(Please choose ONE Medical Plan below)

City of Seattle Preventive Plan

<input type="checkbox"/> Employee Only (with or without Children)	\$48.12
<input type="checkbox"/> Employee & Spouse/Domestic Partner (with or without Children)	\$98.50

City of Seattle Traditional Plan

<input type="checkbox"/> Employee Only (with or without Children)	\$ 0
<input type="checkbox"/> Employee & Spouse/Domestic Partner (with or without Children)	\$32.34

Group Health Standard Plan

<input type="checkbox"/> Employee Only (with or without Children)	\$48.40
<input type="checkbox"/> Employee & Spouse/Domestic Partner (with or without Children)	\$99.90

Group Health Deductible Plan

<input type="checkbox"/> Employee Only (with or without Children)	\$25.00
<input type="checkbox"/> Employee & Spouse/Domestic Partner (with or without Children)	\$56.92

Vision Plan

<input type="checkbox"/> Basic Vision Service Plan	\$ 0
<input type="checkbox"/> Buy-Up Vision Service Plan	\$ 11.04

Dental Plan Selection (Please choose ONE Dental Plan)

☐ Dental Health Services **OR** ☐ Washington Dental Service
 \$ 0

Add Dependent Coverage Information: List all eligible dependents to be included. Attach list for any additional dependents.

Spouse/Domestic Partner

Birth Date

Enroll In

Last Name	First Name	MI	Social Security Number	Birth Date (M/D/Y)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					Medical	Dental/Vision

Relationship

<input type="checkbox"/> Spouse <input type="checkbox"/> Male <input type="checkbox"/> Female	OR	<input type="checkbox"/> Domestic Partner <input type="checkbox"/> Male <input type="checkbox"/> Female	Partner claimed as IRS tax dependent <input type="checkbox"/> Yes <input type="checkbox"/> No
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1. Dependent Child

Birth Date

Enroll In

Last Name	First Name	MI	Social Security Number	Birth Date (M/D/Y)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					Medical	Dental/Vision

Relationship

Employee's Dependent <input type="checkbox"/> Son <input type="checkbox"/> Daughter	OR	Partner's Dependent Is child employee's IRS tax dependent? <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Yes <input type="checkbox"/> No	OR Other (Step-child or Legal Guardian) <input type="checkbox"/> Male <input type="checkbox"/> Female
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THIS ENROLLMENT FORM IS NOT VALID UNLESS IT IS SIGNED AND DATED ON THE REVERSE SIDE

2. Dependent Child**Birth Date****Enroll In**

						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	MI		Social Security Number	(M/D/Y)	Medical	Dental/Vision

*Relationship***Employee's Dependent****OR****Partner's Dependent** Is child employee's IRS tax dependent?**OR****Other** (Step-child or Legal Guardian)☐ Son ☐ Daughter☐ Son ☐ Daughter☐ Yes ☐ No☐ Male ☐ Female**3. Dependent Child****Birth Date****Enroll In**

						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	MI		Social Security Number	(M/D/Y)	Medical	Dental/Vision

*Relationship***Employee's Dependent****OR****Partner's Dependent** Is child employee's IRS tax dependent?**OR****Other** (Step-child or Legal Guardian)☐ Son ☐ Daughter☐ Son ☐ Daughter☐ Yes ☐ No☐ Male ☐ Female

Dependent Eligibility Information: If you have listed a dependent child under the age of 25 years, please answer this question about your dependent: Incapacitated or Disabled? ☐ Yes ☐ No

Coverage Options☐ **I ACCEPT COVERAGE**

Previously submitted enrollment information for a specific insurance plan is superseded by changes indicated on this form. I certify that my family members and I are eligible for the coverage requested. I authorize the City to deduct from my earnings any premium I am required to pay for the coverage I selected above.

By signing below, I declare that the information on this form is true, correct and complete to the best of my knowledge; that I have read and understand the election form and descriptive material covering the options provided under the City of Seattle's benefit plans. I authorize the insurance carriers to obtain, examine or release information needed to coordinate benefits or process claims for myself or my family. I understand I may be subject to disciplinary action and/or repayment of any claims paid by my health plan or premiums paid by my employer if I have provided false, incomplete, or misleading information, or fail to update this information in accordance with eligibility guidelines.

Employee's signature_____
Date☐ **I DECLINE COVERAGE**

I decline medical coverage for myself and family members. I understand that by declining City of Seattle medical insurance, my medical coverage through the City will end, but my vision and dental insurance will continue.

I understand that if I have medical coverage elsewhere and lose the other coverage, I may enroll within 31 days of the loss of the other coverage upon providing proof of continuous medical coverage. If I have a qualifying change in family status, I may enroll within 31 days (or 60 days for a new child) of that change. If I leave City employment or go on a leave of absence, I will not be eligible to obtain medical coverage under the federal COBRA law through the City. However, if I retire I will be eligible to enroll in a City retiree medical plan.

If I decline coverage and have no medical insurance elsewhere, I will NOT be eligible to enroll in a medical plan until the next annual Open Enrollment unless I have a qualifying change in family status. If I leave City employment or go on a leave of absence, I will not be eligible to obtain medical coverage under the federal COBRA law or enroll in a City retiree medical plan.

Employee's signature_____
Date

Department Representative's signature _____ Date Entered into HRIS _____

CITY OF SEATTLE

Accidental Death and Dismemberment (AD&D) and Supplemental Long-Term Disability (LTDS) Insurance Election Form

[]	[]	[]	[]
Last Name (Please Print)	First Name	Employee Number	Department
[]	[]	[]	[]
Home Address – Street	City, State	Zip	
[]	[]	[]	[]
Hire Date	Work Phone	Birth Date	Social Security Number

ACCIDENTAL DEATH & DISMEMBERMENT

Effective date of coverage/change [] for: ☐ Adding coverage ☐ Canceling coverage
☐ Changing principal sum ☐ Changing type of coverage (individual or family) ☐ Changing beneficiary

☐ **YES**, I am applying for accidental death and dismemberment insurance according to the terms of the group policy issued to the City of Seattle. I authorize deductions from my salary for any contribution I am required to make toward the cost of this insurance.
☐ **Individual** ☐ **Family** **Principal Sum \$** []

BENEFICIARY: Specify the *percentage of benefit* for each beneficiary and if any beneficiary is *contingent*. *Contingent* means the person listed only receives the benefit if your named beneficiary is deceased. You are not required to list a contingent beneficiary. If more space is required, please use a separate list, sign, date, and attach to form.

[]	[]	[]	[] % of Benefit
Last Name (Please Print)	First Name	Address	<input type="checkbox"/> Check if Contingent
[]	[]	[]	[] % of Benefit
Last Name	First Name	Address	<input type="checkbox"/> Check if Contingent
[]	[]	[]	[] % of Benefit
Last Name	First Name	Address	<input type="checkbox"/> Check if Contingent

☐ **NO**, I do not wish to purchase accidental death and dismemberment coverage at this time. I understand that if I later want coverage, I may only enroll during an open enrollment period.

SUPPLEMENTAL LONG TERM DISABILITY

Effective date of coverage/change [] for: ☐ New employee ☐ Adding supplemental coverage ☐ Canceling supplemental coverage

☐ **YES**, I am applying for Supplemental Long Term Disability insurance according to the terms of the group policy issued to the City of Seattle. I authorize deductions from my salary for any contribution I am required to make toward the cost of this insurance. I understand that my coverage will be subject to any applicable pre-existing condition exclusions. This coverage is in addition to the Basic LTD coverage provided by the City. **Enrollment in this insurance is mandatory for LEOFF II Police and Fire employees.**

☐ **NO**, I do not care to participate in the City of Seattle's Supplemental Long Term Disability insurance plan. I understand that if I enroll later during an open enrollment period, my insurance will be subject to a longer pre-existing condition exclusion. I also understand that Basic LTD will still be provided by the City even if I do not elect Supplemental LTD coverage.

By signing below, I declare that the information on this form is true, correct and complete to the best of my knowledge; that I have read and understand the election form and descriptive material covering the options provided under this plan. I authorize the insurance carriers to obtain, examine or release information needed to process claims for myself or my family.

Employee's signature _____ Date _____

Department Representative's signature _____ Date Entered into HRIS _____

City of Seattle

GROUP TERM LIFE INSURANCE ELECTION FORM

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name (Please Print)	First Name	Employee No.	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address - Street	City, State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire Date	Work Phone	Birth Date	Social Security Number

BASIC GROUP TERM LIFE INSURANCE

Effective date of coverage/change for: ☐ New Employee ☐ Adding coverage ☐ Canceling coverage

- ☐ **YES**, I am applying for group term life insurance according to the terms of the group policy issued to the City of Seattle, with coverage equaling 1½ times my annual salary. I authorize deductions from my salary for any contribution I am required to make toward the cost of this insurance.
- ☐ **NO**, I do not care to participate in the City of Seattle's group term life insurance plan. I understand that a Medical History Statement will be required if I desire to apply for coverage later during an annual open enrollment period and coverage will be provided at the discretion of the insurance carrier.

BASIC GROUP TERM LIFE INSURANCE -- LIMITED COVERAGE

Effective date of coverage/change for: ☐ New Employee ☐ Adding coverage ☐ Canceling coverage

- ☐ My gross salary is greater than \$33,000, and I am applying for Basic GTL coverage limited to \$50,000 (instead of the above Basic GTL coverage equal to 1½ times my salary) according to the terms of the group policy issued to the City of Seattle. I authorize premiums to be deducted from my salary. Previously submitted enrollment information for Basic GTL insurance, excluding current beneficiary information, is superseded by this election. I understand if I later want to increase my GTL coverage amount, I will be required to provide a Medical History Statement. My signed and notarized *Waiver Agreement* accompanies this application.

SUPPLEMENTAL GROUP TERM LIFE INSURANCE -- INDIVIDUAL COVERAGE

Effective date of coverage/change for: ☐ New employee ☐ Adding coverage
☐ Canceling coverage ☐ Changing coverage amount

- ☐ **YES**, I am applying for Supplemental GTL Insurance for myself in the following amount according to the terms of the group policy issued to the City of Seattle. The coverage amount selected below does not exceed four times my annual salary rounded to the next lower multiple of \$5,000 if not already a multiple of \$5,000. ***I understand this coverage can only be purchased if I have also elected Basic GTL or Basic GTL - Limited Coverage.*** I authorize deductions from my salary for any contribution I am required to make toward the cost of this insurance.

Coverage Amount: \$ Current Annual Salary: \$

- ☐ **NO**, I do not care to participate in the City of Seattle's Supplemental GTL plan. I understand that a Medical History Statement will be required if I desire to apply for coverage later during an annual open enrollment period and coverage will be provided at the discretion of the insurance carrier.

SPOUSE OR DOMESTIC PARTNER COVERAGE

Effective date of coverage/change for: ☐ New employee ☐ Adding coverage
☐ Canceling coverage ☐ Changing coverage amount

- ☐ **YES**, I am applying for Supplemental GTL Insurance for my spouse/domestic partner in the amount of \$ according to the terms of the group policy issued to the City of Seattle. **This coverage amount is at least \$5,000 or a multiple of \$5,000, and is not greater than 50% of my Individual Supplemental GTL coverage amount.** I understand this coverage can only be purchased if I have also elected Individual Supplemental GTL coverage, and benefits for any loss are payable to me. I authorize deductions from my salary for contributions I am required to make toward the cost of this insurance.

- ☐ **NO**, I do not care to select the City of Seattle's Supplemental GTL insurance plan for a spouse or partner. I understand that if I currently have a spouse or partner, s/he will be required to submit a Medical History Statement if I desire to apply for coverage later during an annual open enrollment period and coverage will be provided at the discretion of the insurance carrier.

DEPENDENT CHILD COVERAGE

Effective date of coverage/change for: ☐ New employee ☐ Adding coverage
☐ Canceling coverage ☐ Changing coverage amount

- ☐ **YES**, I am applying for Supplemental GTL Insurance for my child(ren) or my spouse's/domestic partner's child(ren) in the amount selected below according to the terms of the group policy issued to the City of Seattle. I understand this coverage can only be purchased if I have also elected Individual Supplemental GTL coverage, covered child(ren) must meet the eligibility criteria, and benefits for any loss are payable to me. I authorize deductions from my salary for any contribution I am required to make toward the cost of this insurance. (One amount covers all children)

☐ \$2,000 ☐ \$5,000 ☐ \$10,000

- ☐ **NO**, I do not care to select the City of Seattle's Supplemental GTL insurance plan for dependent children. I understand that if I currently have a dependent child(ren), I may apply for coverage later only during an annual open enrollment period.

BENEFICIARY INFORMATION

Effective date of beneficiary change

List the beneficiary(ies) for *your* Basic and Supplemental Group Term Life Insurance. (You are the designated beneficiary for any spouse or partner, or dependent child loss.) Please specify the *percentage of benefit* for each beneficiary and if any beneficiary is *contingent*. *Contingent* means the person listed only receives the benefit if your named beneficiary is deceased. You are not required to list a contingent beneficiary. If more space is required, use a separate list, sign, date and attach to this form.

Beneficiaries for Basic Group Term Life

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % of Benefit
Last Name (Please Print)	First Name	Address	<input type="checkbox"/> Check if Contingent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % of Benefit
Last Name	First Name	Address	<input type="checkbox"/> Check if Contingent

Beneficiaries for Supplemental Group Term Life

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % of Benefit
Last Name (Please Print)	First Name	Address	<input type="checkbox"/> Check if Contingent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % of Benefit
Last Name	First Name	Address	<input type="checkbox"/> Check if Contingent

By signing below, I declare that the information on this form is true, correct and complete to the best of my knowledge, that I have read and understand the election form and descriptive material covering the options provided under this plan. I authorize the insurance carrier to obtain, examine or release information needed to process claims for myself or my family.

Employee's signature _____ Date _____

I have completed and mailed the required Medical History Statement to the insurance company because:

- ☐ I am not a new employee and I am applying during open enrollment.
☐ I am not a new employee and I am applying for Spouse or Domestic Partner coverage during open enrollment.
☐ I am a new employee and the combined total of my Basic and Supplemental coverage exceeds \$500,000.
☐ I am a new employee and the Supplemental coverage for my spouse/domestic partner exceeds \$50,000.

Department Representative's signature _____ Date Entered into HRIS _____

CITY OF SEATTLE 2012 FLEXIBLE SPENDING ACCOUNT ENROLLMENT AND SALARY AGREEMENT FORM

If you wish to participate in a 2012 Flexible Spending Account (FSA), you must (re)enroll by **October 31, 2011**.

Enrollment is easy on Employee Self-Service (ESS) at selfservice.ci.seattle.wa.us/. Online enrollment improves accuracy; your submission serves as your electronic signature. **Go to page 2 for ESS online instructions.**

Use this form only if you cannot access Employee Self-Service.

Last Name (Please Print)

First Name

Employee No

Department

Bargaining Unit

Home Address - Street

City, State, Zip

Work Telephone

☐

Health Care FSA

Medical, Dental and Vision expenses not covered by your insurance plans

☐

Dependent Care FSA

Day Care expenses for eligible dependents

Health Care Flexible Spending Account Contribution Amount

The minimum amount you can contribute is \$25 each month.
(\$25 x 12 = \$300 per year.) The maximum is \$416.66 each month
(\$416.66 x 12 = \$5,000 per year.)

I authorize the City to deduct \$ _____ from my salary **each month**
before federal taxes are withheld. **(The monthly amount cannot
exceed \$416.66.)** I understand that this amount cannot be revoked or
modified during the plan year except as explained in the materials
provided.

Deduction Schedule

I understand that the City will deduct **half** of my contribution from the
first paycheck and **half** from the second paycheck each month.

Note: NO deduction is taken from the third paycheck.

For 2012, this is a ☐ new enrollment ☐ re-enrollment

Dependent Care (Day Care) Flexible Spending Account Contribution Amount

The minimum amount you can contribute is \$25 each month
(\$25 x 12 = \$300 per year.) The maximum is \$416.66 each month
(\$416.66 x 12 = \$5,000 per year.)

I authorize the City to deduct \$ _____ from my salary **each month**
before federal taxes are withheld. **(The monthly amount cannot
exceed \$416.66.)** I understand that this amount cannot be revoked or
modified during the plan year except as explained in the materials
provided.

Deduction Schedule

I understand that the City will deduct **half** of my contribution from the first
paycheck and **half** from the second paycheck each month.

Note: NO deduction is taken from the third paycheck.

For 2012, this is a ☐ new enrollment ☐ re-enrollment

Note: This paper (hard copy) form is not valid unless signed on the reverse side.

Signature

My signature below indicates that I have read the enrollment form and descriptive materials, including the plan document, covering the Health Care and/or Dependent Care Flexible Spending Account programs provided by the City of Seattle. This enrollment form is binding on me and cannot be revoked or modified (other than as explained in the materials provided). I also understand that my salary will be reduced by the amount I have elected, that salary deductions occur twice a month (with no FSA deductions from the third paycheck), and that any amount left in my FSA account after all 2012 claims have been paid will be forfeited.

I also understand that this arrangement for paying eligible expenses with nontaxable dollars is intended to meet Internal Revenue Service requirements for such arrangements. If tax laws change or if this arrangement is deemed not to satisfy the requirements, I understand that the tax advantages described may not be available. I acknowledge that the City of Seattle makes no guarantee concerning the availability of any tax advantage.

Participant's Signature

Date

Please forward the completed form to Your Department's Benefits Representative.

Online Enrollment Instructions

Log onto the InWeb

1. **Go to:** www.seattle.gov; City Employee Resources link in *Need Help?* section. After logging into ESS, choose "Open Enrollment" under *Benefits*.
2. **Enter your employee number and password** (if you do not know your employee number, contact your HR rep. For a password reset contact DoIT or the appropriate department contact.)
3. **Select Benefits, Open Enrollment.** If this is your first time opening the benefits enrollment, review the agreement and select "I Agree".
4. **Select either Health FSA or Dependant Care (day care) FSA**, from link on the left
 - Step 1 - Select re-enroll or enroll.**
 - Step 2 - Enter MONTHLY amount.**
 - Step 3 - Save** your changes. (*Successfully Changed* will appear on screen if changes are made.)
5. **Repeat** for Health FSA or Dependant Care FSA
6. **Select** Summary of OE Election to confirm your 2012 benefit elections.

Remember: DO NOT submit a paper copy if you enroll online.

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PERMIT # 1046**



City of Seattle
Personnel Department
Benefits Unit
700 Fifth Avenue, Suite 5500
P.O. Box 34028
Seattle, WA 98124-4028

RETURN SERVICE REQUESTED

**Open Enrollment for 2012
Ends on October 31, 2011**

IMPORTANT: If you have access to Employee Self-Service, please make your changes on line. If you do not have access, paper forms are due to your Department's Human Resources representative by **October 31.**